



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

Posted February 22, 2012

VACANCY NOTICE

DIVISION OF EDUCATOR EXCELLENCE AND INSTRUCTIONAL EFFECTIVENESS OFFICE OF ASSESSMENT, CURRICULUM AND INSTRUCTION

Additional information regarding the
RTTT ELC Education Specialist, Early Learning positions
is available at www.ride.ri.gov

EDUCATION SPECIALIST, EARLY LEARNING

Min \$61,704 – Mid \$80,215

***This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 – December 31, 2015. Funding for continuation of the position beyond the award period is not guaranteed.**

Applications will be accepted until position is filled.

| APPLICATION REQUIREMENTS: | Mail or email application materials to: |
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| <ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional) | <p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p> |

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

*Subject to FTE approval and available funding

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Education Specialist, Early Learning

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for leading and supporting Federal, State, and/or local initiatives to ensure compliance with applicable laws, acts, rules, and/or regulations; providing technical assistance to parents, educators, and other interested parties regarding applicable policies, regulations, and best practices; and designing and administering early childhood standards and assessments programs.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Provides leadership and collaborative assistance, including professional development, to infant, toddler, and preschool programs, and community partners to address issues of early learning standards as they relate to curriculum, instruction and assessment.

Directs the statewide implementation of early learning programs, provides direction and oversight of the implementation and accountability of a statewide comprehensive and coordinated system of services for young children.

Develops, advises, and informs State level legislative and regulatory policy; participates in providing input for federal policy.

Works with state agencies and community partners to ensure alignment and coordination of early childhood systems

Provides technical reports and briefs to local, state, and federal officials.

Establishes, develops and maintains collaboration and partnerships with stakeholders.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of current research and practices in assigned area of responsibility.

Knowledge of programs for young children birth through age 8 including operations, and strategic planning.

Knowledge of educational best practices, including principles of special education.

Knowledge of professional development.

Skilled in organizing information.

Skilled in conducting action research.

Skilled in working collaboratively.

Skilled in communicating effectively, both verbally and in writing.

Skilled in making presentations.

Skilled in preparing, implementing, and evaluating grants.

Skilled in solving problems.

Skilled in managing programs and fiscal process requirements.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in the ability to communicate in Spanish and/or Portuguese is preferred.

EDUCATION: Master's Degree in Education or a related field.

EXPERIENCE: Five years of experience in area of assignment; additional teaching and program development experience highly desirable and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: February 2012